

## FLEX exam preconditions - Checklist

### Location requirements

- ✓ You should be alone in a closed room with the doors shut.
- ✓ Please prevent any disturbances during the exam (telephone calls, persons entering the room etc.).
- ✓ Relevant hints or helpful notes are not allowed in the room.
- ✓ Your computer needs a stable internet connection (cable or wireless).
- ✓ Any kind of potential aid including books, notepads, post-its, written papers, writing instruments (such as pens, markers, or pencils), hand-held computers or other electronic devices such as headphones, pagers, watches, wallets, purses, hats bags, coats, notes or anything else that could aid you with the exam are strictly prohibited in the exam environment.
- ✓ Before the exam starts you will be prompted to make a 360° scan of the room with your webcam, including lifting and rotating your laptop/camera to show the floor and ceiling. If you do not scan the complete room this could possibly lead to an invalidation of your exam.

### Identity verification

You will be required to present a current, government-issued form of ID that includes a photo such as one of the following:

- ✓ Passport
- ✓ Identity Card
- ✓ Driving License

A webcam photo will be taken of your photo ID and of your person. If they do not match in iSQI's opinion this may lead to an invalidation of your exam.

### Behavior during the exam

- ✓ Breaks are not allowed during the exam for any reason.
- ✓ You are not allowed to talk during the exam.
- ✓ You are not allowed to use a telephone or mobile phone, neither having phone calls nor receiving text messages etc. during the exam.
- ✓ You may not receive any assistance to answer the questions.
- ✓ You are not allowed to copy or record questions from the exam and it's strictly forbidden to share details without any exception.
- ✓ By taking this exam, you acknowledge that you will be continuously monitored, and you have no right to privacy at your current location during exam delivery and that you waive any and all claims asserting a right to privacy.

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## 1 Access the Remote Proctor NOW System

- A) Use Internet Explorer or Firefox or Chrome or Safari. Installed Flash is mandatory.  
Go to: [www.myrpinstall.com](http://www.myrpinstall.com)
- B) Select "**International Software Quality Institute (iSQI)**" from the list of organizations and press "Confirm"
- C) **Start System Check** – Follow the on-screen prompts to confirm your computer meets the requirements to use the Remote Proctor NOW system
- D) Click on the icon to download the required software
- E) **Run** the application by selecting **Run** – In the "Application Warning" window, select **Run** then wait for the application to finish downloading (once downloaded, the software will then launch automatically)
- F) If you require technical assistance, please use the (video) chat on Software Secure's client portal  
<http://clientportal.softwaresecure.com/support/>

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## 2 Select your Test

### A) EXAM INFORMATION

Pick Your Exam Teacher/Sponsor: **iSQI FLEX**

Pick Your Exam: **[CAE] [TMMi] [CABA] [CMAP] [CPPM] [CBPA] [IFPUG (CFPS/CFPP)] [IFPUG CSP(SNAP)] [DevOps] [CSeT-F (Selenium)] [FLEX Demo]**

### TEST TAKER INFORMATION

First Name: **Your First Name**

Last Name: **Your Last Name**

Email: **XXXX@XXX.XXX**

Phone No: **Your Phone Number**

- B) If finished click **Next**

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## 3 Payment

- A) Choose the payment "Redeem Payment Token" and use the voucher issued to you by iSQI.
- B) Click **Next** and follow the instructions.

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## 4 Verify your Identity

- A) Hold your valid Photo ID (*Government issued ID*) into the camera and take a clear picture.
- B) Scan your room and desk using your webcam
- C) Take a clear picture of yourself

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## 5 Submit Login Details

- A) Click **OK** on the 5-minute timer alert (*allows 5 minutes to enter password*) (*Note: The amount of time varies by organization*)
- B) Login with your details provided by iSQI:

### PARTICIPANT LOGIN

User Name: **XXXXX**

Password: **XXXXX**

- C) Your exam will be listed. Click on the green arrow button to start your exam.
- D) Activate Remote Proctor by typing:

### MONITOR LOGIN

Monitor Name: **Monitor**

Monitor Password: *click the **Insert Exam Password** button (very top of the screen)*

- E) Complete the assigned test.

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## 6 Exit Program

Click "**Close**" on the top-right of the screen **to end Exam and exit Program**

**IMPORTANT:** Although you have submitted and finalized the exam, the system will still continue recording until you exit from the program.